

**RESOLUTION NO. 2001-54**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF HUNTINGTON BEACH  
ESTABLISHING A PROCESS  
FOR PROVIDING CITY COUNCIL PERMISSION  
FOR COUNCIL MEMBER ABSENCES  
FROM MEETINGS**

WHEREAS, Section 312 of the City Charter provides that if a member of the City Council is absent from all regular meetings of the City Council for a period of thirty consecutive days from and after the last regular City Council meeting attended by such member, unless by permission of the City Council expressed in its official minutes, the office shall become vacant; and

The City Council desires to establish a system regarding the expression of City Council permission for Council Member absences from meetings in the official minutes of the City Council,

NOW, THEREFORE, the City Council of the City of Huntington Beach does hereby resolve as follows:

1. That permission for Council Member absences from meetings of the City Council shall be expressed in the official minutes of the City Council in accordance with the provisions of this resolution.
2. That whenever a Council Member intends to be absent from a meeting, said Council Member shall transmit, or cause to be transmitted, a Notice of Absence to the City Clerk. The Notice of Absence shall be in substantially the form attached hereto as Exhibit "A," and incorporated by this reference as though fully set forth herein.

3. That upon receipt of a Notice of Absence, the City Clerk shall deliver the Notice of Absence to the Mayor, or Mayor Pro Tem if the Mayor is absent, at the City Council meeting from which the Council Member is absent, or at the next scheduled City Council meeting.

4. The announcement by the Mayor or Mayor Pro Tem regarding the receipt of the Notice of Absence shall be in substantially the form attached hereto as Exhibit "B." Upon announcement by the Mayor or Mayor Pro Tem regarding the receipt of a Notice of Absence, it shall be deemed that the City Council has granted permission for such absence, and such permission shall be expressed in the official minutes of the City Council, unless a motion to the contrary is adopted by the City Council.

PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the 20th day of August, 2001.

Sam Julien Houston  
Mayor

ATTEST:

APPROVED AS TO FORM:

Connie Brockway  
City Clerk 08-23-01

Phil Hutton  
City Attorney

INITIATED, REVIEWED AND APPROVED:

Ray Liker  
City Administrator

# EXHIBIT A

**NOTICE OF ABSENCE**

TO: HONORABLE MAYOR, MAYOR PRO TEM AND  
CITY COUNCIL MEMBERS  
ATTENTION: CITY CLERK

FROM: \_\_\_\_\_, CITY COUNCIL MEMBER

DATE: \_\_\_\_\_, 200\_\_

I will be absent from the regular City Council meeting scheduled for \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
City Council Member

# EXHIBIT B

**ANNOUNCEMENT BY MAYOR REGARDING  
RECEIPT OF NOTICE OF ABSENCE**

**MAYOR or MAYOR PRO TEM:** The City Clerk has delivered to me a Notice of Absence from Council Member \_\_\_\_\_, who is unable to attend tonight's City Council meeting. Pursuant to City Council Resolution Number \_\_\_\_\_, and there being no objection, the City Council's permission for this absence shall be expressed in the official minutes of this meeting.

STATE OF CALIFORNIA                     )  
COUNTY OF ORANGE                    ) ss:  
CITY OF HUNTINGTON BEACH         )

I, CONNIE BROCKWAY, the duly elected, qualified City Clerk of the City of Huntington Beach, and ex-officio Clerk of the City Council of said City, do hereby certify that the whole number of members of the City Council of the City of Huntington Beach is seven; that the foregoing resolution was passed and adopted by the affirmative vote of at least a majority of all the members of said City Council at a **regular** meeting thereof held on the **20th day of August, 2001** by the following vote:

**AYES:**       Green, Boardman, Julien Houchen, Garofalo, Dettloff, Bauer

**NOES:**       None

**ABSENT:**   Cook (out of room)

**ABSTAIN:**   None



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City Clerk and ex-officio Clerk of the  
City Council of the City of  
Huntington Beach, California